



## INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 320, Oklahoma City, OK 73102

<http://www.oklahoma.feb.gov/>

(405) 231-4167

### Chair's Corner



In January I had the opportunity to submit our Federal Executive Board's annual report to the U.S. Office of Personnel Management.

After reviewing this year's report, I feel even more confident that we

continue to positively represent the federal sector throughout the great State of Oklahoma and feel I MUST extend a hearty *"thank you"* to our federal leaders!

Together, we've created successful, innovative and collaborative initiatives through our Federal Executive Board. Your support and participation have made our interagency partnerships, intergovernmental involvement, emergency preparedness planning and community outreach efforts highly successful this past year.

We have been excellent stewards of tax dollars, while capitalizing on every opportunity to coordinate sharing of resources, creating efficiencies and opportunities that focus on national priorities.

For leaders, the challenge seems to lie in choosing between competing priorities, whether within the agency we lead (in-house) or our interagency activities with the Federal Executive Board. Once you have the opportunity to review the FEB Annual report, you'll see that the accomplishments have served both purposes. A one-page summary of the report is provided on the next page; however, the full length report is

available on our website: [www.oklahoma.feb.gov](http://www.oklahoma.feb.gov/).

We count ourselves as extremely fortunate to have dedicated members who participate in result-driven activities that become an effective local implementation of national priorities.

Included in this newsletter are registration forms for a few of the interagency training opportunities coordinated through our FEB Office:

- *Leadership FEB* - a nontraditional approach to management training, allowing participants to tour various federal agencies, receive management briefings and explore best practices.
- *Leadership Series* - a coordinated approach to local training offerings to enhance leadership competencies, building on what your high performers already know.
- *Survival Skills for Supervisors* - a well known training provided through the Eastern Management Development Center coordinated for your participation in Oklahoma.

I appreciate your continued support of initiatives through which we all benefit and maintain the long-standing model of delivering creative solutions!

Mike Roach, Chairman

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## Summary of Oklahoma Federal Executive Board FY 2005 Accomplishments

Type	Sub-Type	Unit of Measure	Economic Impact	Cost Avoidance
<b>Cost Avoidance</b>				
Training	Interagency	Dollars		\$306,347.10
ADR/Shared Neutrals Program	Interagency	Dollars		\$809,713.36
<b>Community Outreach</b>				
Donations	CFC	Dollars	\$3,688,650.00	
Volunteer Hrs	FECC-Interagency	4,435 x \$21.50	\$95,352.50	
Federal Blood Drives (value determined by cost of blood from non-profit center to VA Hospital)	Blood	21,549 units x \$184	\$3,965,016.00	
Computers for Schools Program	383 CPUs and 1,192 other items		\$1,152,881.16	
			<b>\$8,901,899.66</b>	<b>\$1,116,060.46</b>
<b>COOP Projects Partner with Fire Departments to strengthen COOPs</b>				
	<b>City of OKC</b>	<b>City of Tulsa</b>		
Agency Site Visits	101	50	<b>151 site visits</b> made to ensure shelter in place location is up-to-date, evacuation routes are appropriate and offer suggestions to strengthen preparedness plan.	

**Notable items in addition to those listed above:****Human Capital Readiness**

- In an effort to assist federal agencies, the FEB collaborated with four Colleges and Universities in the state to host a total of five job fairs for government agencies.

**Emergency Preparedness**

- We participated in the coordinated community effort to coordinate assistance for hurricane evacuees coming into Oklahoma. As a result, a “one-stop shop” assistance center was established and opened for business September 13<sup>th</sup> for intake of assistance requests and coordination of assistance through a “case management” approach.
- Four members of the FEB Emergency Preparedness Council became certified FEMA trainers. They conducted the FEMA COOP Program Manager course for the FEB at no cost for registration, training a total of 61 participants (5 from the Washington, DC area).

**Building Communities and Outreach**

- Responded to numerous questions from local communities regarding federal services available and contact information to assist with evacuee issues.
- Coordinated an annual Awards program and hosted an Awards banquet during Public Service Recognition Week to showcase the excellence in federal government. There were 330 in attendance for this annual event from six geographic locations of the state.



## Spotlighting Federal Agencies Did You Know...?

### President Declares Major Disaster for Oklahoma

Release Date: 1-11-2006      Release #: HQ-06-008

WASHINGTON, D.C. -- The head of the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) announced today that federal disaster aid has been made available for Oklahoma to supplement state and local recovery efforts in the area struck by an extreme wildfire threat beginning on December 1, 2005, and continuing.

Acting FEMA Director David Paulison said federal funding is available to affected individuals in the counties of Canadian, Cotton, Garvin, Hughes, Lincoln, Logan, Mayes, Okfuskee, Oklahoma, Pottawatomie, Seminole, and Stephens. Assistance can include grants for temporary housing and home repairs, low-cost loans to cover uninsured property losses, and other programs to help individuals and business owners recover from the effects of the disaster.

Public Assistance also is available for emergency protective measures implemented on or after December 30, 2005 for all eligible counties in the State. This assistance will be made available on a cost-sharing basis to State and local governments for those counties being threatened with an urgent danger from wildfires. This assistance will be provided at 75 percent Federal funding.

Federal funding is also available on a cost-sharing basis for hazard mitigation measures statewide.

Director Paulison named Philip Parr as the Federal Coordinating Officer for Federal recovery operations in the affected area. Parr said that damage surveys are continuing in other areas, and additional counties may be designated for assistance after the assessments are completed.

Residents and business owners who sustained losses in the designated counties can begin applying for assistance today by registering online at <http://www.fema.gov> or by calling 1-800-621-FEMA(3362) or 1-800-462-7585 (TTY) for the hearing and speech impaired. The toll-free telephone numbers will operate from 8 a.m. to 8 p.m. Monday through Friday.

### Disaster Aid Reaches \$215,000 for Wildfire Applicants

Release Date: 1-16-2006  
Release Number: DR-1623-OK-NR 004

OKLAHOMA CITY—More than \$215,000 in federal grants is now on its way to Oklahoma residents affected by wildfires. The Department of Homeland Security's Federal Emergency Management Agency (FEMA) has been accepting applications for assistance since a federal disaster declaration was approved for the state on January 10, 2006.

"These grants are for 56 applicants found eligible for temporary housing assistance because their homes are either destroyed or made unlivable by the wildfires," said Federal Coordinating Officer Philip E. Parr. "This money will help displaced families cover the cost of renting a place to live as they either rebuild their homes or find another permanent place to live."

As of Sunday evening, 155 Oklahomans have applied for federal and state assistance. To date, 62 home inspections have been completed and returned for review by federal and state agencies for possible disaster grants and U.S. Small Business Administration low-interest disaster loans for homeowners, renters and business owners.

"Getting these housing grants to this first group of applicants in need of a place to live is a big step in the recovery process," said State Coordinating Officer Kathleen Shingledecker. "Our goal is to deliver funds to cover qualified applicant needs and losses as quickly as possible."

*"You cannot help men permanently by doing for them what they could and should do for themselves."*

*--Abraham Lincoln*



## Rules clarify job protections for reservists

by Karen Jowers

taken from Federal Times (1-9-2006)

The Labor Department has issued new rules spelling out the rights and responsibilities of returning Guard and reserve members—and of their employers.

The rules were published Dec. 19 and become effective 30 days later, but they are designed to help enforce a law that has been on the books for 11 years. This is the first clarification of the Uniformed Services Employment and Reemployment Rights Act, known as USERRA, since that law was enacted in 1994.

The 268-page document includes a large section in question-and-answer format starting on Page 177. The regulations explain how USERRA protects against discrimination and retaliation because of military service and gives service members time to report back to jobs following completion of service obligations.

The new regulations can be found at [www.dol.gov/vets](http://www.dol.gov/vets).

“Our citizen soldiers put themselves in harm’s way to defend our freedoms, and now it’s our turn to be there for them,” Labor Secretary Elaine Chao said in a prepared statement announcing the rules.

“These regulations provide comprehensive guidance on USERRA, which works to preserve the seniority, promotion, health care, pension and other benefits of our citizen-soldiers when they return home to jobs they left to serve our country.”

Rep. Lane Evans, D-Ill., ranking Democrat on the House Veterans’ Affairs Committee and one of the lawmakers who has urged the Labor Department to undertake this effort, said the new rules “set out the rights and obligations under USERRA in a clear, concise and thorough manner.”

“In the past few years, the country has seen a profound change in the manner in which the military uses National Guard and reserve forces,” Evans said. “As we call to duty more Guard and reserve personnel, it is our equal obligation and responsibility to provide them a comprehensive and quality demobilization process, including providing the necessary resources concerning their employment and re-employment rights.”

The Bush administration will back up these regulations which have been in the works for several years, with aggressive outreach and enforcement, Chao said.

Following the publication of the draft regulations in September 2004, officials received 80 comments for consideration. As the result of one comment, Labor officials revised the regulations to reflect that USERRA protects not just a service member’s activities, but a service member’s status.

For example, an employer may not discriminate against a person because of his or her status as a service member or a veteran—regardless of whether the status includes performance of military duties.

Labor Department officials also have published the final version of the notice it provides to employers informing them of their rights, benefits and obligations under USERRA. That notice, as well as posters that can be downloaded, are on the Web site.

Evans said the new rules “will go a long way toward easing the transition of activated National Guard and reservists from military duty back into the civilian work force.”

“Their lives are complicated enough without having to also worry about getting their jobs back once they return from military service,” he said.



## Reference Checking: Moving From Good to Better

Reference checking best practices can help agencies improve applicant assessment

Taken from *Issues of Merit*, January 2006 (a publication of the MSPB, Office of Policy & Evaluation)

MSPB has repeatedly encouraged agencies to identify and adopt valid selection tools. The use of such tools supports merit in hiring by helping to identify the best candidates for each job opening. A 2003 MSPB report, *The Federal Selection Interview: Unrealized Potential* observed that structuring employment interviews according to research-based principles improves the validity of this oft-used hiring hurdle. Our most recent report, *Reference Checking in Federal Hiring: Making the Call*, takes a similar approach by highlighting best practices for another frequently-used hiring tool.

MSPB's Merit Principles Survey 2000 found that 77% of supervisors use reference checking in their selection decisions. However, *Making the Call* reveals wide variation in the quality and consistency of reference checks. Unfortunately, formal measurement validity research has not yet incorporated a distinction between high-quality, structured reference checking and less formal, ad hoc discussions with an applicant's former employers. As this distinction is recognized, the value of carefully conducted reference checks will become more apparent.

Increased standardization of reference checking and effective training in its implementation are needed to realize the full potential of this assessment tool. A 2004 survey of mostly private sector organizations found that 81% of those that do reference checking employ standardized questions.<sup>1</sup> While this level of standardization is commendable, this data also means that one-fifth of these organizations do not have a structured questioning process. Without standardizing core reference checking questions, it becomes a more difficult and more subjective task to compare information obtained from different reference providers. The value of this information is thereby

reduced.

Of greater concern is that only half of the surveyed organizations offer reference checkers training in best practices. Under conditions of low standardization and training, reference checkers are less likely to obtain useful information that contributes to effective hiring, and the potential of reference checking is then not fully realized.

In a self-fulfilling, downward spiral, this low information yield can lead to reference checking becoming a low priority. As this occurs, reference checking is even more likely to be done in a perfunctory and ineffective manner. Unfortunately, increasingly unstructured, inconsistent, and unreflective reference checks are even less likely to produce useful information. To practitioners unfamiliar with best practices this poor result may seem intrinsic to reference checking as an assessment tool, rather than simply the result of poor implementation. This downward spiral is partially responsible for differences in reference checking practice and for some employer dissatisfaction with information obtained from reference checking.

The solution requires addressing the root problem—many reference checks are not conducted consistently or effectively. Increased standardization and training can have two important effects. First, the overall quality of information obtained from reference checking should increase. Second, hiring professionals should become more attuned to the distinction between well-designed reference checks and casual, informally conducted reference checks. This understanding can foster more useful discussion of the strengths and potential of reference checking as an assessment.

<sup>1</sup>Mary Elizabeth Burke, *2004 Reference and Background Checking Survey Report*, Alexandria, VA: Society for Human Resource Management, 2004.





## Mark your calendars today for the GSA EXPO 2006!

**May 15-18, 2006 in San Antonio, Texas**

You are invited to experience the GSA 2006 EXPO in exciting San Antonio, May 15-18, at the Henry B. Gonzales Convention Center. The EXPO is a **FREE** dual Training Conference/Trade Show Exposition designed for all levels of federal and military personnel who make or impact procurement decisions. Choose from over 200 hours of very effective and relevant training (most classes grant Continuous Learning Points (CLPs) to help fulfill purchasing professionals' annual training requirements).

This is a unique training opportunity for the federal procurement community to gain valuable knowledge and insight on a vast array of topics taught by federal experts in their respective fields. You can also visit over 600 commercial vendors, each featuring their wide range of products and services available to federal agencies through GSA contracts. Over 100 JWOD partners will also be exhibiting.

GSA is offering a very diverse training package featuring 180 classes (some are updated favorites and some are brand new) over a three-day period and an on-line e-Learning room. Our goal is to meet your distinct training needs with the widest range of topics to support the widest range of job specialties. Topics include: procurement regulations, e-Tools (including GSA Advantage), GSA Global Supply, facilities management, financial management, building and workplace solutions, personal property management, government purchase card program management, performance-based acquisition, reimbursable work authorizations, GSA-assisted contracting, travel & transportation, and much, much more.

Blocks of great hotels have been contracted on & near the Riverwalk at per diem or the conference rate. Free lunch will be provided Monday through Thursday. For more info, and to register to attend, go to [www.expo.gsa.gov](http://www.expo.gsa.gov) or call 1-888-272-5565. Or call Brian Talley, the Customer Service Rep. for Oklahoma, at 405.231.4825.

## BlackBerry Scare



Federal BlackBerry addicts, who are legion, might get a reprieve if a legal battle shuts down operations at manufacturer Research In Motion Ltd. In Waterloo, Ontario. Judge James Spencer of the Virginia Federal District Court issued an opinion Nov. 30 declining to enforce a \$450 million settlement between RIM and the Arlington, Va.-based patent-holding company NTP. This could mean that RIM would no longer be allowed to support or sell the devices in the United States.

The Justice Department filed a brief with the court in mid-November asking for a 90-day stay to ensure that government workers can continue using the service in the event of a court-mandated shutdown. According to Justice, "It is imperative that some mechanism be incorporated that permits continuity of the federal government's use of BlackBerry devices and establishes some procedure for identifying those devices that lie outside the scope of any injunction entered in this action."

The brief asked for time to create a "white list," in the form of a database that would identify users with e-mail addresses ending in .gov or .mil. Because there is no central purchasing office for BlackBerrys, each agency would have to compile a list of users. This would be time-consuming and difficult, Justice said.

In November 2004, Government Executive reported there were 100,000 local, state and federal government customers out of a total of 1.3 million users. In preparation for a potential injunction, RIM said, it has prepared a software workaround. The Patent and Trademark Office also must finish proceedings related to NTP's patents, which it has declared invalid.

*Reprinted from Government Executive magazine's January 2006 edition*



## UPCOMING EVENTS

### February

<b>Feb 1, 2006</b> Throughout Day	<b>UCO Job Fair</b> POC: FEB Office, 405-231-4167
<b>Feb 7, 2006</b> 10:00 a.m.	<b>Executive Policy Council Mtg</b> POC: FEB Office, 405-231-4167
<b>Feb 8, 2006</b> 7:30 a.m.	<b>Mayor's Committee on Disability Concerns</b> POC: FEB Office, 405-231-4167
<b>Feb 8, 2006</b> 11:00 a.m.	<b>Shared Neutrals Council</b> LaLuna POC: FEB Office, 405-231-4167
<b>Feb 9, 2006</b> 11:30 a.m.	<b>Society of Govt Meeting Professionals</b> Reed Center
<b>Feb 15, 2006</b> 10:00 a.m.	<b>Interagency Training Council</b> US District Court 200 NW 4 <sup>th</sup> St, OKC POC: Sherri Beasley, 405-231-5854
<b>Feb 16, 2006</b> All Day	<b>Leadership FEB</b> POC: FEB Office, 405-231-4167
<b>Feb 16, 2006</b> 12:00 noon	<b>Black Program Council Mtg</b> Ralph Ellison Library POC: Rick Romain, 405-553-8873
<b>Feb 20, 2006</b>	<b>President's Day</b>
<b>Feb 21, 2006</b> 2:30 p.m.	<b>Federal Employees Care Council</b> POC: Tom Burton, 405-954-0625
<b>Feb 22-23, 2006</b> All Day	<b>Survival Skills for Supervisors</b> Holiday Inn, Norman POC: FEB Office, 405-231-4167
<b>Feb 24, 2006</b> 12:00 noon	<b>Naturalization</b> 200 NW 4 <sup>th</sup> St. POC: FEB Office, 405-231-4167

### Resolved in 2006: Learn a new skill

The top career-related New Year's resolution of surveyed executives is to develop a new skill.

Thirty-one percent of 150 executives at 1,000 companies surveyed by temporary-staffing firm Acountemps listed skill development as their top goal for the year.

Other top goals:

- Spend less time at work, 19%
- Improve relationship with boss or coworkers, 13%
- Make a career change, 7%
- Earn a promotion, 6%
- Earn a raise, 3%

*Taken from Federal Times (1-16-2006)*

## Your Federal Executive Board

*"Federal Executive Boards (FEBs) are generally responsible for improving coordination among federal activities and programs in...areas outside of Washington, D.C...FEBs support and promote national initiatives of the President and the administration and respond to the local needs of the federal agencies and the community." (GAO-04-384)*

*We applaud the efforts of the Oklahoma FEB Executive Policy Council members who ensure information is provided to direct our activities and efforts:*

- Jim Akagi, US Drug Enforcement Administration
- Ron Berryhill, Director, USDA Risk Management Agency
- Michael Deihl, Administrator, Southwestern Power Administration, Tulsa
- Col Dean Despinoy, Commander, 507<sup>th</sup> Air Refueling Wing
- Steve Gentling, Director, VA Medical Center
- Bill Fillman, Director, VA Central Area, Muskogee
- Larry Flener, Representative for the District Director, US Postal Service
- Dottie Overal, Director, Small Business Administration
- Patti Ford, Director of Staff, Tinker AFB
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please fax to the FEB Office at (405) 231-4165 or email to [LeAnnJenkins@juno.com](mailto:LeAnnJenkins@juno.com) no later than the 15<sup>th</sup> of each month.

### Elected Officers:

**Chair:** **Mike Roach**, U.S. Marshal  
US Marshals Service  
Western District of Oklahoma

**Vice-Chair:** **Kevin McNeely**  
OKC Field Office Director  
US Department of Housing and Urban Development

### Staff:

**Director:** LeAnn Jenkins  
**Assistant:** Trish Plowman  
**Program Support:** Constance Ward

Please feel free to copy this newsletter & distribute. The newsletter is available on our website, <http://www.oklahoma.feb.gov> where you can also request to receive it electronically.



Oklahoma Federal  
Executive Board

## 2005 Public Service Recognition Week Employee of the Year Awards Banquet



American Society for  
Public Administration

*The 2006 National Theme was not yet identified as of the printing of this brochure and will be provided in future material.*

Our luncheon speaker will be identified in future newsletter registrations.

### ***Event information:***

Date: Monday, May 1, 2006

Time: 11:30am-1:00pm

Location: Waterford Marriott  
6300 Waterford Blvd

**Driving Directions to Event from the North:** Take I-44 west to Exit 126, turn RIGHT onto Ramp, Turn West onto NW Grand Blvd Turn West onto NW 63rd St, Turn South onto Waterford Blvd.

**Driving Directions to Event from the South:** Take I-35 north to I-235 north; take NW 63<sup>rd</sup> exit and turn west. Turn South onto Waterford Blvd.

(specific directions can be obtained from [www.mapquest.com](http://www.mapquest.com))

*Complimentary on-site parking (additional parking is available in parking garage across the street,NW). Valet parking is available at a rate of \$8 per day.*

If you require special dietary accommodation, please contact the FEB Office, 405-231-4167.

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Cost: \$20.00 per person**

### ***Payment:***

☐ Cash

☐ Check

☐ Credit Card

☐ Voucher

☐ Enclosed

☐ Pay at the Door

***Luncheon Tickets will be mailed to the address listed above for all pre-paid registrations with sufficient time to receive before the luncheon. This allows expedited entry into the event, without checking in at the registration table.***

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165

***Make checks payable to: Oklahoma Federal Executive Board***


Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 21, 2006. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!





# 2006 Leadership Series

## *A Local Approach to Improving Leadership Competencies*

	<ul style="list-style-type: none"> <li>▪ Project Management</li> <li>▪ Bridging the Generational Divide</li> <li>▪ Leading First, Manage Second</li> <li>▪ Leadership Strategies (near and far)</li> <li>▪ Ethics (oh yeah....it'll be fun)</li> </ul>
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Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email \_\_\_\_\_

<p><b>\$\$ Price Saver Series \$\$</b>  <input type="checkbox"/> Full Series—5 Days \$650.00</p> <p><b><input type="checkbox"/> Pick three for \$435.00</b>  <input type="checkbox"/> March 22   <input type="checkbox"/> May 23   <input type="checkbox"/> June 13  <input type="checkbox"/> July 12   <input type="checkbox"/> August 22</p> <p><b>Individual Training Day “Menu Prices”</b>  <input type="checkbox"/> World Class Project Management - March 22, 2006 \$159.00  <input type="checkbox"/> Bridging the Generational Divide - May 23, 2006 \$159.00  <input type="checkbox"/> Lead First, Manage Second - June 13, 2006 \$159.00  <input type="checkbox"/> Leadership Strategies (Near &amp; Far) - July 11, 2006 \$159.00  <input type="checkbox"/> Ethics, Fact or Fiction - August 22, 2006 \$159.00</p>	<p><b>A Quality Organization</b>   <i>The main difference between happy and unhappy people is that happy people mostly evaluate their own behavior and constantly attempt to improve what they do. Unhappy people, on the other hand, mostly evaluate the behavior of others and spend their time criticizing, complaining and judging in an attempt to coerce them into “improving” what they do. A quality organization, therefore, will consist of many more happy people than unhappy people.</i>  <i>—William Glasser</i></p>
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Agency/Registrant may pay by:

☐ cash   ☐ check   ☐ credit card   ☐ government voucher

Please mail this registration to:  Or fax to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102 (405) 231-4165
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Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through March 10, 2006. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



# *Leadership FEB*

## Registration Form

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

In order to maximize the benefits and expand the cohesive networking opportunities, no alternates will be authorized to attend single sessions. However, if an identified participant becomes unable to honor their commitment to the program, the employing agency is authorized to replace that individual for the duration of the program.

In order to ensure maximum benefit to the participants, each Leadership FEB class will be limited to 20 participants.

\_\_\_\_\_  
Agency Head Review/Approval

\_\_\_\_\_  
Date

### **Who Should Attend?**

This program is developed for Executives, Senior Managers, and aspiring leaders who are interested in exploring unusual perspectives in solution development and leadership challenges. Success for each participant will be determined by his or her level of interaction throughout the program.

### **Cost to the Agency:**

The registration fee is \$750 per participant, in addition to the nine working days required. This covers *Leadership FEB* program expenses for each forum, five leadership books, parking fees for designated forums, and other materials. Personal expenses, lodging, and mileage are not included in this cost.

**More information is available at: [www.oklahoma.feb.gov](http://www.oklahoma.feb.gov)**

Agency/Registrant may pay by cash, check, credit card, or government voucher. Please submit the registration form:

By mail: Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102	By fax: (405) 231-4165
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Register as early as possible to reserve a slot for your participant, no later than Friday, February 3, 2006. Cancellations will be processed at no charge to the agency through that date. After February 3, 2006, we ask the agency to honor their obligation due to cost incurred; however, a substitute is authorized and encouraged.



## Survival Skills for Federal Supervisors & Managers

### **"Supervise/Manage for Success"**

February 22-23, 2006  
Holiday Inn-Norman

Two days of training on topics that categorize in Holding Employees Accountable and Recognizing Employee Rights

Our Instructor: William B. Wiley is a federal employment law attorney in private practice with nearly 30 years of experience in the field. He is the author of several books in the field, including *The Federal Manager's Guide to Improving Employee Performance*, *The Federal Employment Law Practitioner's Handbook*, and the *Advanced MSPB Practitioner's Handbook*. In addition, he has developed several e-training modules for computer-based instruction including *How to Fire a Federal Employee*, *How to Defend a Federal Employee*, and *Witness Preparation* (with Peter Broida). He is a frequent lecturer throughout government on the subject of federal employment law and is an adjunct faculty member at the Office of Personnel Management's *Management Development Center*. He is a senior contributor to the monthly newsletter, the *Federal Labor and Employee Relations Update*. He has held Presidential appointments under Presidents Reagan, George H.W. Bush, Clinton, and George W. Bush. Most recently, he served as a Presidential-appointed Chief Counsel to the Chairman of the U.S. Merit Systems Protection Board for over nine years. In addition, Mr. Wiley has served as the Chief of Staff to the General Counsel of the FLRA and as Regional Employee Relations Advisor for the Department of the Navy. He is an author and a lecturer, as well as a legal representative for both agencies and employees before MSPB, EEOC, OSC, and in arbitration. His most recent book is *UNCIVIL SERVANT: How to Hold Government Employees Accountable*.

### Survival Training for Federal Supervisors & Managers

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

#### **Cost: \$225.00**

*Cost includes interactive CD Rom for each participant, "When All Else Fails How to Fire a Federal Employee"*

Agency/Registrant may pay by: ☐ cash ☐ check ☐ credit card ☐ government voucher

Please mail this registration to: Oklahoma Federal Executive Board  
215 Dean A. McGee, Ste 320  
Oklahoma City, OK 73102

Or fax to: (405) 231-4165

*Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through February 15, 2006. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!*



SUN	MON	TUES	WED	THUR	FRI	SAT
			<b>1</b> UCO Job Fair	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b> 10:00 Exec Policy Council	<b>8</b> 7:30 Mayors Committee 11:00 Shared Neutrals	<b>9</b> 11:00 SGMP 12:00 LFCC-Central OK	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b> Valentines Day	<b>15</b> 10:00 ITC	<b>16</b> Leadership FEB 12:00 BPC	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> President's Day	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> 12:00 Naturalization	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<div>Survival Skills for Supervisors</div> <div>FEBRUARY 2006</div>			

OKLAHOMA FEDERAL EXECUTIVE BOARD  
 215 DEAN A. MCGEE AVENUE, STE 320  
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